

APPLICATION DUE DATE: JUNE 30, 1997

Application
1997



WRAP

**WASTE REDUCTION
AWARDS PROGRAM**

Sponsored by the California Integrated Waste Management Board

INTRODUCTION

Welcome to WRAP 1997, the 5th annual Waste Reduction Awards Program for California businesses. The California Integrated Waste Management Board is pleased to sponsor WRAP as an important part of its efforts to find new ways to help California businesses save money through resource efficiency and waste reduction. WRAP is an exciting and growing program, with a presence on the Internet's World Wide Web in 1997.

This year the Board also takes pride in continuing the WRAP of the Year Awards, the recipients of which will be selected from among the major industry types represented by the 1997 WRAP winners.

Thank you for taking the time to complete this application. The Board applauds your efforts to voluntarily prevent and reduce the waste you generate. Since over half of California's waste is generated by the commercial and industrial sectors, the active participation of the business community is central to the Board's mission to reduce, reuse, and recycle California's wastes. By recognizing exceptional businesses with the WRAP award, we hope to stimulate additional private sector advances in waste reduction and gain information on how to provide additional assistance to businesses. To learn more about WRAP and previous winners, visit the Board's website at <http://www.ciwmb.ca.gov/mrt/wpw/wrap/wpwrap.htm> or call the Business Education and Assistance Section at (916) 255-2354. Thank you once again. The Board looks forward to receiving your application.

Sincerely,



Daniel G. Pennington
Chairman

CIWMB Waste Reduction Awards Program

c/o Local Government Commission

1414 K Street, Suite 250

Sacramento, CA 95814

RULES

1. WRAP is an awards program for businesses. Local, state, and federal government entities (e.g., city and county agencies, public rehabilitation centers, departments of public works or corrections, unified school districts, state universities, etc.) cannot apply.
2. Only businesses with California facilities are eligible to apply. All answers provided must relate directly to the applicant's California facilities and products manufactured in California.
3. Nonprofit organizations (i.e., 501(c)(3)) are eligible.
4. **Applicants must apply in one of three categories:**
 - A. **Individual facility.** Includes the practices of one business at one location.
 - B. **Multiple sites, one certificate.** Includes practices of multiple facilities at many locations. Practices must be consistent at 80% of the facilities. Winners in this category will receive one certificate for company-wide efforts.
 - C. **Multiple sites, multiple certificates.** This category also includes practices of multiple facilities at many locations; however, each location will submit location specific information. Information can be submitted in two ways: one application for each facility, or one master application that includes responses to questions common at all facilities plus individual facility responses to questions that differ at each facility.
5. Answers must relate to wastes that you generate at your facility or by your business. **No credit will be given for answers that address reducing wastes generated by others** (e.g., a waste management firm operating a curbside recycling program). Companies in the business of recycling or reducing wastes generated by others are only eligible to apply for their efforts to reduce their own waste generated on site.
6. Answers must apply to nonhazardous wastes only.
7. Answer all questions unless directed to skip. Questions left blank will result in a lower score. Applicants must score 75 percent or more to receive an award.
8. Many questions ask for additional information about your program and waste management practices. This information must be provided to receive credit for the answer. Additional information should be typed or printed on no more than five double-sided pages. Please number each additional page and write your business name on the top.
9. Multiple year applicants are encouraged to apply.

DIRECTIONS

Please remember the following instructions when completing this application:

1. Read each question carefully and provide all of the information requested.
2. Use concise explanations for all "N/A" and "If yes, please describe..." answers. Please provide specific examples.
3. Keep a photocopy of your application for your records.
4. Print your business name clearly under the "Contact Information" section on Page 2. This information will be used to print award certificates.
5. Respond to all questions.
6. Sign your application on Page 8.
7. Completed applications must be postmarked by June 30, 1997 and will only be accepted if they arrive within one week. Page 8 contains mailing information. Hand delivered applications must be received at the office of the Commission by 4:00 P.M. on June 30, 1997. FAXed applications will not be accepted.

If you have any questions or need additional information about the application, please contact Brad Norton or Josh Meyer of the Local Government Commission at: (916) 448-1198; or e-mail: lgc.p2@bbc.macnexus.org.

CONTACT INFORMATION

Please provide the following information:

Business Name (please print or type exactly as it should appear on an award)

Mr. ☐ or Ms. ☐

Contact Name

Address

City

State

Zip

County

Phone

Fax

E-Mail Address

Website Y/N

URL

This application is for (check one) ☐ Individual Facility ☐ Multiple Sites, One Certificate
☐ Multiple Sites, Multiple Certificates

Number of employees, workers, volunteers, etc: _____

What is your Standard Industrial Classification (SIC) Code (if known)? _____

What is your business type? (Please circle the one that most applies)

INDUSTRIAL SECTOR

1. Agriculture/Fisheries
2. Forestry
3. Mining
4. Construction
5. Manufacturing - Food
6. Manufacturing - Apparel & Textile
7. Manufacturing - Lumber & Wood Products
8. Manufacturing - Furniture & Fixtures
9. Manufacturing - Paper
10. Manufacturing - Printing & Publishing

11. Manufacturing - Chemical
12. Manufacturing - Primary & Fabricated Metal
13. Manufacturing - Industrial Machinery
14. Manufacturing - Electronic Equipment
15. Manufacturing - Transportation Equipment
16. Manufacturing - Instruments & Related
17. Manufacturing - Other, including Petroleum Refining and Related Industries

COMMERCIAL SECTOR

18. Trucking Warehousing
19. Transportation by Air
20. Communications
21. Utilities
22. Transportation - Other
23. Wholesale Trade - Durable Goods
24. Wholesale Trade - Nondurable Goods
25. Retail Trade - Building Materials & Garden
26. Retail Trade - General Merchandise Stores

27. Retail Trade - Food Stores
28. Retail Automotive Dealers & Service Stations
29. Retail Trade - Restaurants
30. Retail Trade - Other
31. Finance/Insurance/Real Estate/Legal
32. Services - Hotels & Lodging
33. Services - Businesses
34. Services - Motion Pictures
35. Services - Medical & Health
36. Services - Education
37. Services - Other
38. Public Administration

How did you find out about WRAP? ☐ Chamber of Commerce ☐ Trade Association ☐ Local Government ☐ Internet ☐ Radio
☐ Newspaper ☐ Another Business ☐ Waste Hauler/Recycler ☐ I Was A Previous Winner ☐ Other. _____

DEFINITIONS

The following waste reduction terms are used throughout the application. You should be familiar with these waste reduction ideas and the terms below as you complete your WRAP application. We would like to emphasize that waste prevention is the best solution for minimizing the amount of waste sent to landfills.

Composting: The controlled biological decomposition of organic wastes.

Disposal: Placing waste in a landfill.

Grasscycling: The natural process of recycling grass by leaving clippings on the lawn while mowing.

N/A: Not Applicable.

Postconsumer Content: The amount of material that has been used by consumers, has undergone recycling, and has been incorporated into a new product (such as recycled paper used to make cardboard). Information on percentage of postconsumer content can usually be found on product packaging.

Recycled Material: A material that has been treated or reconstituted so that it can be used again.

Recycling: The processing or reformation of secondary materials into new products.

Reuse: Reusing materials that would otherwise be discarded, without reprocessing or reformation.

Total Recycled Content: The total amount of recycled material (pre and postconsumer) incorporated into a new product. Information on percentage of total recycled content can usually be found on product packaging.

Waste Management Hierarchy: The order of preferences for solid waste management practices that prioritizes reduction, then reuse, and finally recycling.

Waste Prevention: Preventing waste before it is created. Eliminating or reducing the quantity or toxicity of waste generated.

Waste Reduction: The combined efforts of waste prevention, reuse, composting, and recycling practices.

WRAP APPLICATION

RECYCLING AND REUSE QUESTIONS

(Must answer Yes, No, or Don't Generate)

		YES	NO	DON'T GENERATE
1. Do you recycle...	white paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	colored paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	scrap metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	phone books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		YES	NO	DON'T GENERATE
2. Do you reuse...	folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	large envelopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	packing materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	wood (including pallets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	laser toner cartridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAPER WASTE REDUCTION

	YES	NO	N/A
3. Do you encourage making double-sided copies? If N/A, why? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your company use the reverse side of previously used paper (e.g., for scratch paper or printing draft documents)? If N/A, why? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Which of the following internal communication techniques do you use to reduce paper waste? (circle all that apply)			
Voice mail Electronic mail Messages board Routing slips None			<input type="checkbox"/>
If N/A, why? _____			

GREEN WASTE REDUCTION

	YES	NO
6. Does your business or the facility you occupy generate landscape waste? If no, skip to question #10.	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your business care for your own landscape? If no, skip to question #9.	<input type="checkbox"/>	<input type="checkbox"/>

8. Please check the one that most applies. **Skip to question # 10 after answering.**

We:

- ☐ Grasscycle/compost/mulch
☐ Haul to compost facility to be composted
☐ Haul to nearest landfill
☐ Other: _____

YES NO

9. Have you asked your gardener to grasscycle or compost?

☐ ☐

FOOD WASTE REDUCTION

YES NO N/A

10. Does your business generate 50 pounds per week, or more, of food waste (including lunch waste)? **If no, skip to question # 18.**

☐ ☐

(If you are a food processor skip to question # 16.)

11. Do you manage your food waste? **If no, skip to question # 17**

☐ ☐

12. How do you manage your surplus food or food waste? **Please check all that apply.**

Compost on site

☐ ☐ ☐

Haul for composting

☐ ☐ ☐

Donate excess food

☐ ☐ ☐

Sell at a discount

☐ ☐ ☐

Give to employees

☐ ☐ ☐

Other, please describe: _____

☐ ☐ ☐

13. Do you provide any of the following?

Refillable cups

☐ ☐ ☐

Flatware rather than plastic

☐ ☐ ☐

Ceramic or plastic plates

☐ ☐ ☐

14. Have you taken measures to minimize packaging for take-out items?

☐ ☐

If yes, please describe. _____

15. Please describe any other techniques you use to prevent food waste. _____

16. **Answer only if you are a food processor.** Have you taken steps to reduce the amount of food wasted in the production process?:

☐ ☐

If yes, please describe. _____

(Skip to question # 18 after answering.)

17. Have you asked your food contractor to reduce their food waste?

☐ ☐

EMPLOYEE EDUCATION AND INCENTIVES

YES NO

18. Has your company issued a written statement defining preferred waste reduction practices? **If yes, please attach a copy of the written statement or you will not receive credit.**

☐ ☐

- | | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 19. Have you designated one or more employees to oversee your waste reduction program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do you introduce new employees to your waste reduction program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you periodically remind and update employees about your waste reduction program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Which of the following incentives do you provide employees to develop new waste reduction ideas or to encourage them to participate in your waste reduction program?
Circle all that apply. | | |
| T-shirts Mugs Prizes Money Parties | | |
| Company-wide acknowledgement Other: _____ None | | |

OTHER WASTE PREVENTION

- | | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 23. Have you supplied reusable mugs or cups or encouraged employees to bring their own reusable beverage containers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. In addition to recycling, many businesses keep waste from going to landfill by donating or trading their waste, excess, or byproduct materials for reuse. For example, a paper manufacturer donates color paper scraps to schools for art projects. Do you donate or trade materials that you would otherwise throw away? | <input type="checkbox"/> | <input type="checkbox"/> |
- If yes, please describe what you donate, to whom, and in what (approximate) quantities..

☐ N/A, we have analyzed our wastes and found no materials that others might find useful.

25. Providing us with further pertinent information or documentation of your company's waste diversion activities may help us in evaluating your application for additional recognition. Please briefly describe other waste prevention techniques you have implemented.

GENERAL PACKAGING

- | | YES | NO | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 26. a) Do you ship any products? If no, skip to question #27. | <input type="checkbox"/> | <input type="checkbox"/> | |
| b) Can the shipping package (i.e., the package in which you send the products) be recycled or reused? | <input type="checkbox"/> | <input type="checkbox"/> | |
| c) Is that packaging made with postconsumer recycled material? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 27. a) Do you receive any packaged products? If no, skip to question #28. | <input type="checkbox"/> | <input type="checkbox"/> | |
| b) Have you asked your suppliers to reduce or eliminate the amount of packaging they deliver to you? If N/A, why? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Have you asked your suppliers to allow you or your customers to return the product's packaging to them for recycling or reuse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If N/A, why? _____ | | | |

RETAIL PACKAGING

	YES	NO
28. a) Do you sell at the retail level? If no, skip to question #29.	<input type="checkbox"/>	<input type="checkbox"/>
b) Is that packaging you put carry-out items in made with postconsumer recycled material?	<input type="checkbox"/>	<input type="checkbox"/>
c) Do you allow your customers to return that packaging to you for reuse or recycling?	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you give your customers the option of using their own or having no packaging at all?	<input type="checkbox"/>	<input type="checkbox"/>

MANUFACTURER PACKAGING

	YES	NO	N/A
29. a) Do you manufacture any products? If no, skip to question #31.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Do you package those products? If no, skip to question #30.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Have you made any efforts to reduce or eliminate the amount of that packaging? If yes, how? _____	<input type="checkbox"/>	<input type="checkbox"/>	
d) Do current laws prohibit you from incorporating recycled materials into your product's packaging? If yes, please explain. _____	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is that packaging made with postconsumer recycled material? If N/A, why? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Do you allow those who purchase your product(s) to return the associated packaging to you for reuse or recycling?	<input type="checkbox"/>	<input type="checkbox"/>	

MANUFACTURING WITH RECYCLED MATERIALS

	YES	NO
30. Do you incorporate reused or recycled materials into your products?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list the products that you make with reused or recycled materials. _____		
If no, please explain. _____		

BUY RECYCLED

	YES	NO
31. a) Do you purchase products that are made from postconsumer recycled materials?	<input type="checkbox"/>	<input type="checkbox"/>
b) If yes, which items do you purchase? (Check all that apply)		
<input type="checkbox"/> Office paper supplies		
<input type="checkbox"/> Janitorial paper products		
<input type="checkbox"/> Shipping boxes		
<input type="checkbox"/> Toner cartridges		
<input type="checkbox"/> Other, please list: _____		
c) If no, what are the impediments to purchasing? (Check all that apply)		
<input type="checkbox"/> Locating suppliers		
<input type="checkbox"/> Cost		
<input type="checkbox"/> Other, please explain: _____		

PROGRAM INFORMATION

32. A waste evaluation is an analysis of the wastes generated at your facility. A waste evaluation includes information on the types of waste materials that are generated, how much of each material is generated, and which operations generate the materials. It can be a simple visual survey of your trash, or you can sort, weigh, and measure the volume of all the materials in your garbage to get more detailed information. Have you performed a waste evaluation? **If no, skip to question #35.**

☐ YES ☐ NO

33. Please list your three major waste types (by weight or volume and percent of total) and describe what you are doing to reduce these wastes (exclude hazardous waste). **Attach additional pages if necessary.**

34. Will your company be implementing ISO 14000 standards? **Check the one that most applies:**

- ☐ Our company is ISO 14000 certified.
- ☐ We have begun implementation of ISO 14000 standards.
- ☐ We plan to implement ISO 14000 standards within 2 years.
- ☐ We have no plans to implement ISO 14000 standards.
- ☐ We have no knowledge of ISO 14000.

35. Have you shared information about your waste reduction activities with others outside of your own company (e.g., neighboring businesses, business associations, local government staff, your customers, etc.) **If yes, please describe your efforts.**

36. Are you a member of any environmental business group or coalition?
If yes, please list the group(s).

☐ YES ☐ NO

37. Please provide any additional documentation or comments you have about your waste reduction program. **Attach additional pages if necessary.**

MEDIA INFORMATION

(You must complete this section in order for your application to be properly scored)

38. So that we may promote WRAP winners to the media with as much enthusiasm as possible, please write a profile of your company according to the format below:

1. Make it **NEWSWORTHY!** Tell the media what's exciting about your program and give them numbers.
2. **Please write one complete paragraph containing five sentences in the order requested below. Strive to highlight unusual or interesting practices that might make your business stand out to the media.** Although it is tempting to pack as much information as you can into the five sentences, please keep them short, simple, and concise. Doing so will increase your chances of receiving media coverage.
3. Since the media reports from the third person point of view, it is imperative that you write your profile in the third person (e.g., "Bob's Widget World recycles" instead of "We recycle").
4. Your profile must contain the following and only the following:
 - a) **One sentence that describes what your business is or does;**

Media Information continued on next page

- b) Two sentences outlining your most newsworthy, unique, or successful waste reduction and/or recycling waste reduction activities;
- c) Two sentences that explain any cost savings and quantify your waste reduction.
- d) Company logo on disk (in eps format if available.)

5. For example: Bob's Widget World manufactures widget parts and accessories. Bob's donates their surplus widgets to a charity organization that distributes them to schools in developing countries. To minimize the amount of packaging waste it generates, Bob's reduced the size of their widget box by 20% and reuses packaging materials whenever possible. Bob's waste reduction and recycling program has enabled the company to reduce its weekly trash pickups from five to one. This has saved them \$20,000 annually.

PREVIOUS APPLICANTS

- | | YES | NO |
|------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 39. Have you ever won a WRAP award? If no, skip to signature box. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Have you improved your waste reduction program since you last received a WRAP award? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain. | | |

41. Please describe how you were able to use the award to your advantage. **Attach additional pages if necessary.**

Have you participated in, or do you want more information about the following programs?

	Have Participated	Would Like Information
CIWMB Programs		
CALMAX (California Materials Exchange)	<input type="checkbox"/>	<input type="checkbox"/>
WPIE (Waste Prevention Information Exchange)	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Waste Prevention Program	<input type="checkbox"/>	<input type="checkbox"/>
Business (Waste Reduction) Kits	<input type="checkbox"/>	<input type="checkbox"/>
RMDZ (Recycling Market Development Zones)	<input type="checkbox"/>	<input type="checkbox"/>
Used Oil Collection Program	<input type="checkbox"/>	<input type="checkbox"/>
Buy Recycled Program	<input type="checkbox"/>	<input type="checkbox"/>
Other Programs		
Recycled Paper Coalition	<input type="checkbox"/>	<input type="checkbox"/>
U.S. EPA's Waste Wise Program	<input type="checkbox"/>	<input type="checkbox"/>
ISO 14000	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signed

Date

Completed applications and the accompanying pages of additional information must be mailed or hand delivered to:

CIWMB's Waste Reduction Awards Program
c/o Local Government Commission
1414 K Street, Suite 250
Sacramento, CA 95814

Completed applications must be postmarked by June 30, 1997 and will only be accepted if they arrive within one week. Hand delivered applications must be received at the office of the Commission by 4:00pm on June 30, 1997. FAXed applications will not be accepted.

A REMINDER

DID YOU...

- follow the instructions on Page 7 and 8 which request media information?
- attach additional pages, if necessary, to answer questions?
- sign your application on Page 8?
- keep a photocopy for your records?

ABOUT THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

The passage of landmark state legislation in 1989 and 1990, known as the California Integrated Waste Management Act (IWM Act), created a whole new waste management philosophy in California. Based on the principles of integrated waste management, the IWM Act emphasized conservation of natural resources through a hierarchy of management methods to reduce, reuse, and recycle solid waste.

The full-time California Integrated Waste Management Board (Board) was established in 1990 to provide effective and coordinated management of the state's solid waste. The Board is vested with policy-making and regulatory authority to ensure a reduction in the quantity of waste generated and disposed of in landfills, and to ensure compliance with environmental regulations. It is comprised of representatives appointed by both the Legislative and Executive branches of state government—a cooperative partnership to develop a forward-looking solid waste management system.

The California Integrated Waste Management Board (CIWMB), as a recipient of federal and state funds, is an equal opportunity employer/program and is subject to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). CIWMB publications are available in accessible formats upon request by calling the Public Affairs Office at (916) 255-2296.

Persons with hearing impairments can reach the CIWMB through the California Relay Service, 1-800-735-2929.

Printed On Recycled Paper